

POSSIBLE INCLUSION AT RECORDS 'OFFICERS' MEETINGS

When you have specialty filing equipment that you intend to PTI please notify our staff before executing the necessary PTI forms. We may know of an office that can use the equipment, thus relieving the need for double handling (labor).

A direct move to the office of need prevents its transfer [] then reissuing and moving to an office possibly in the original building.

To show effectiveness of this, records people in FBIS informed us of certain shelf files, that they were leaving behind [] when they moved []

We in turn contacted certain Records Officers who we knew were looking for shelving and we were able to satisfy present needs in OCR, NPIC and Finance Office.

Another example - OCR was declaring several sections of shelving as surplus. OCR Records Officer heard of this and had some delivered within building to one of his divisions.

Make certain that your administrative personnel forward all requisitions for specialty filing equipment to you for review and approval. This will eliminate the delay experienced if we have to return them to you for approval when we receive them.

Provide us with information that will indicate if the item requested is an addition or replacement; what it replaces, and resulting savings in equipment costs and/or floor space requirements. We need this in order to supply data necessary for compiling reports involving equipment utilization.

[] Logistics Office, Supply Division, informed our office that there is a large 14 carrier Diebold Power shelf file in surplus at [] This can be obtained free of charge. This legal sized power unit will be turned over to GSA if we can't find a user in the Agency.

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